Pre-Meeting Flightcheck

Your meeting is about to start. Run through the following checklist to make sure you have everything you need to minimize disruptions during the meeting.

- o Have you made enough extra copies of the agenda to distribute to all the attendees in case they forgot theirs?

- o Are there enough seats for everyone?

If you are planning to have someone take notes on a flipchart:

- o Do you have enough flipchart paper?

- o Do you have markers?

- o Do you have tape, so that the completed sheets can be taped to the wall?

- o Have you brought a pad of paper and pens for the notetaker in case he or she forgot?

- o Do you have a timepiece for the timekeeper to use in case he or she doesn't have one?

If you are planning to use a laptop for a presentation:

- o Have you checked that it works?

- o Do you have the files that you need?

If you are planning to use an overhead projector:

- o Have you turned it on and made sure that it works?

- o Do you have the pens you need to mark up transparencies?

- o If you are planning activities, do you have any additional materials that you need?

o If you are planning to use a process tool such as a ball an item to indicate someone is dominating the conversation, did you bring it?

o Other:_____